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REASSIGNMENT

AGENCY REASSIGNMENT BOARD

1. The following procedures will be applied to effect the reassignment within the Agency of personnel, otherwise satisfactory, who are excess to the requirements of the particular component. Procedures for terminating personnel considered unsatisfactory are contained in Agency Notice [REDACTED] Separation for Unsatisfactory Performance.

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2. The appropriate Deputy Director, the Director of Training, or the Assistant Director (Communications) will be responsible for endeavoring to arrange a suitable reassignment within his organizational element of an individual who, because of changed requirements, is no longer required by a particular office. In this endeavor the Placement and Utilization Division of the Personnel Office will actively assist and counsel the office or offices concerned.

3. If the head of a major organizational element, as indicated in the preceding paragraph, is unable to effect a suitable reassignment within his component for an individual considered excess to a particular office in that component, he will then advise the Personnel Office officially of the overage and will tentatively nominate an individual in the affected grade and position category for an Agency-wide reassignment effort. In nominating the individual, the head of the organizational component will consider such factors as the individual's length of CIA service, his relative standing in relation to veteran preference and years of creditable Federal

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military combined), the personal preference of the individual and long-range career capabilities of the individual to the component processing the overage.

4. The Personnel Office will attempt to effect suitable reassignment elsewhere in the Agency. Primary consideration will be given to placing the individual in a T/O vacancy against which no applicant has been slotted, or in a T/O position against which an in-process applicant is slotted.

5. If the above steps do not result in a suitable placement, the Personnel Office will then refer the matter to an Agency Reassignment Board which shall be composed of the following:

- a. Personnel Director - Chairman
- b. Representative of DD/A
- c. Representative of DD/I
- d. Representative of DD/P
- e. Representatives of AD/Communications
- f. Representative of Director of Training

The Personnel Director shall recommend to the Board what he considers to be the most appropriate reassignment that will result in the elimination of the excess involved, if such is feasible, without regard necessarily to the nominated individual. The Personnel Director, the component of present assignment and the component to which reassignment is recommended, will have no vote in determining whether the reassignment should be effected. If the

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Board votes in favor of the recommended reassignment, the office to which reassignment is proposed will be expected to initiate promptly a Request for Personnel Action (SF 52) to effect the reassignment. If the Board votes negatively on the recommendation, the matter will be referred to the DDCI for review and decision.

6. In the event the steps set forth in the preceding paragraphs do not result in a suitable placement, the Personnel Office will determine the individual having the lowest retention standing in accordance with Federal reduction-in-force regulations in the competitive level in which the overage arose. The record of the individual thus selected will be forwarded to the DDCI for decision to terminate.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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TRANSMITTAL SLIP		
4 December 1953 (Date)		
Forwarded to: Assist. Dir. for Commun.; DD/I; DD/P; Dir. of Training, and IC		
BUILDING COR	ROOM NO.	
REMARKS: The accompanying copy of a proposed Agency Notice to establish procedures for reassigning surplus personnel is forwarded for concurrence and/or comment. Expedited review to ensure return to this office by Thursday, 10 December is requested. This draft reflects the preliminary informal approval of the DDCI who specifically requested such referral to him prior to coordination within the Agency		
FROM: L. K. White, A-DD/A		
BUILDING Admin.	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

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